



# CITY OF HOUSTON

## Job Posting

1

2

3

4

5

6

7

8

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Senior Human Resources Specialist

Posting Number

PN# 106202

Department

Human Resources

Division

Salary Administration

Section

Reporting Location

611 Walker 4<sup>th</sup> Floor

Workdays & Hours

M-F, 8 A.M - 5 P.M\*

\*Subject to change

9

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Conducts and responds to salary surveys and analyzes results. Conducts job audits to ensure employees are appropriately classified. Performs job evaluations to re-evaluate job pay grade levels, assign salary grades based on market analysis, determine FLSA exemption status of classifications, and write or revise job descriptions/families. Reviews proposed salary actions to ensure compliance with established guidelines or policies as well as compliance with all federal, state and local compensation laws and regulations. Provides expert advice and counsel to all levels of management on organizational design, compensation and related issues. Creates/performs presentations or training on compensation administration and related topics. Completes or leads special projects and conducts on-going research and analysis of compensation practices, programs, and trends. Analyzes current organizational pay practices and makes recommendations to achieve compensation objectives and ensure equity. Requires strong project management skills and the ability to multi-task and adapt to changing priorities. Requires judgment and initiative for resolving problems and making recommendations/decisions. Requires analytical aptitude to understand complex systems and business issues. Requires a high level of proficiency with complex spreadsheet analysis. Must have the ability to work autonomously or in a team environment.

10

**WORKING CONDITIONS**

Works in a normal office environment and has discretion about walking, standing or sitting. Regularly utilizes a personal computer. May operate a vehicle.

11

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts or a related field.

12

**MINIMUM EXPERIENCE REQUIREMENTS**

Three years of related professional experience in human resources are required. Pertinent human resources experience at the professional level may be substituted for the education requirement on a year-for-year basis.

13

**MINIMUM LICENSE REQUIREMENTS**

A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14

**PREFERENCES**

Strong knowledge of FLSA, Title VII, PDA, EPA and ADEA highly desired.  
Strong proficiency with MS Office: Excel, Word, Outlook, PowerPoint, and Access.  
CCP (Certified Compensation Professional) and PHR (Professional in Human Resources) designations are preferred.

15

**SELECTION/SKILLS TESTS REQUIRED**

May be requested to provide examples of previous work demonstrating knowledge of human resources concepts and principles and/or may be asked to complete a skills assessment.

16

**SAFETY IMPACT POSITION**

☒Yes ☐No

This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range being considered for this position is:

Salary Range – Pay Grade 21

BiweeklyAnnually

\$1436-\$1885\$37,336-\$49,010

The City offers a competitive benefits program, including reasonably priced health coverage, life insurance, a defined contribution pension plan and paid time off (vacation, sick and holidays).

18

**OPENING DATE**

AUGUST 3,2005

19

**CLOSING DATE**

OPEN UNTIL FILLED

20

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.